

DOCUMENT CHECKLIST

For Identity Verification

To obtain a new learner permit, driver license or ID card, or to obtain a verified driver license or ID card you will need to provide **VALID/UNEXPIRED, ORIGINAL DOCUMENTS, OR CERTIFIED COPIES**, to prove the following:

- Identity
- Legal Presence in the United States
- Connecticut Residency
- Social Security Number
- Name Change Documents (if applicable)

NOTE: PHOTOCOPIES, NOTARIZED PHOTOCOPIES AND NON-CERTIFIED COPIES ARE NOT ACCEPTABLE.

Two (2) forms of the same identification will not be accepted. If any document presented is in a language other than English, it must be translated by an approved translator.



• **IDENTITY:**

You must present **two** (2) forms of identification; at least one of the documents must be from the Primary document list.

PRIMARY

- ☐ US Birth Certificate or Registration of Birth (Government Issued; Hospital issued are not acceptable)
- ☐ US Passport or Passport Card
- ☐ Foreign Passport w/ a U.S. Visa and I-94 (See Legal Presence for additional requirements)
- ☐ Certificate of Naturalization
- ☐ Certificate of Citizenship
- ☐ Permanent Resident Card
- ☐ Consular Report of Birth Abroad

FULL LEGAL NAME REQUIREMENT

By law, the name shown on the Primary document is presumed to be your full legal name. No other name will be used on your learner permit, driver license, or identification card unless you also present an original or certified copy of a court order or decision supporting a change of name. (See Name Change Documents)

SECONDARY

- ☐ US Territory, Canadian or US photo driver license, which must be surrendered
- ☐ US or Canadian issued photo learner permit, which must be surrendered
- ☐ Connecticut non-driver identification card, which must be surrendered
- ☐ Military ID or dependent card with photo
- ☐ Connecticut pistol or firearm permit
- ☐ Military discharge/separation papers (DD-214)
- ☐ Court Order: Must contain full name and date of birth (i.e. name change, adoption, marriage or civil union dissolution) Does not include abstract of criminal or civil conviction
- ☐ Marriage license or Civil Union Certificate (certified copy issued by town/city)
- ☐ Pilot's license (issued by the US DOT Federal Aviation Administration)
- ☐ School record/transcript (must be certified; school photo ID not acceptable)
- ☐ Social Security Card (laminated or metal cards are not acceptable)
- ☐ CT State Department of Social Services issued photo public assistance card
- ☐ CT Department of Corrections original certificate of identification (not available from DOC unless issued when discharged)
- ☐ Baptismal certificate or similar document
- ☐ State or Federal Employee Identification with signature and photo and/or physical description with or without date of birth

• **LEGAL PRESENCE:**

Legal status will be verified through United States Citizenship and Immigration Service (USCIS) which may take 10 business days or more. Present foreign passport with US Visa and I-94 or Permanent Resident Card and/or:

- ☐ I-551 Stamp in foreign passport
- ☐ Alien Registration or Resident Alien card
- ☐ Temporary Resident card
- ☐ Employment Authorization card
- ☐ Refugee Travel document

- ☐ B1/B2 requires Employment Authorization Card and verified Adjustment of Status Application
- ☐ F1 requires I-20 or Employment Authorization Card
- ☐ J1 requires DS2019

- New applicants that are not eligible for a Social Security number must present proof from the Social Security Administration. The applicant is not qualified for a verified driver license or ID card.
- If length of legal presence is unknown or expires before a full license term, the applicant is not qualified for a verified driver license or ID card.

• **CONNECTICUT RESIDENCY:**

You must provide **two** (2) original documents from the following list to prove your home is located in Connecticut. The documents do not need to include a post-marked envelope and may have been sent to a P.O. Box or by email. Both documents must:

- Show your name and your Connecticut residence address
- Be dated within 90 days (unless stated otherwise below)
- Be computer generated (typed)
- ☐ Computer-generated bill from a bank or mortgage company, utility company, credit card company, doctor or hospital
- ☐ Bank statement or bank transaction receipt showing the bank's name and mailing address
- ☐ Pre-printed pay stub showing your employer's name and address
- ☐ W-2 form property or excise tax bill, or Social Security Administration or other pension or retirement annual benefits summary statement and dated within the current or prior year
- ☐ Medicaid or Medicare benefit statement

- ☐ Current valid homeowner's, renter's or motor vehicle insurance policy dated within the last year
- ☐ Current motor vehicle loan statement for a motor vehicle registered in your name
- ☐ Residential mortgage or similar loan contract, lease or rental contract showing signatures from all parties needed to execute the agreement and dated within the last year
- ☐ First-class mail
- ☐ Connecticut voter registration card
- ☐ Change-of-address confirmation from the United States Postal Service showing your prior and current address (Form CNL107)
- ☐ Survey of your Connecticut property issued by a licensed surveyor
- ☐ Connecticut handgun permit
- ☐ Official school records showing enrollment
- ☐ Parents or legal guardian of minor may provide any two of the foregoing documents addressed to the parent residing at same address to prove minor residency, or use their own CT driver license or ID which shows the same address as one of the two required.

• **SOCIAL SECURITY:**

You must present your Social Security card or a recent W-2 form to prove your Social Security number. The W-2 Form is only used to prove your Social Security number. It is not an acceptable form of Identification.

- ☐ Social Security card
- ☐ Recent W-2 form

• **NAME CHANGE DOCUMENTS (if applicable)**

- ☐ Marriage or civil union certificate
- ☐ Marriage or civil union dissolution
- ☐ Probate court name change document

If there have been multiple name changes, you must provide documentation to prove the continuity of the names.

NOTE: You must first visit the Social Security Administration (SSA) to change your name and the change will not be processed at DMV until the Social Security Administration information is updated. All applicants will be verified through SSA.

